Request for Extension
and entry of temporary grade of Incomplete

A student may not extend any due date without prior permission from the instructor and the Dean of Student Affairs and Student Life. The instructor determines the new due date, but the new due date may not be later than the Extension Deadlines indicated below. The student is notified of the extension if approved by the Office of the Dean of Student Affairs and Student Life. If a student fails, without prior permission, to complete the required course work by the Extension Deadline the student is subject to failure in the course, withdrawal, or administrative withdrawal (withdrawal not in good standing).

<table>
<thead>
<tr>
<th>Term in which student was enrolled in course:</th>
<th>Deadline Outer Limit:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Second Friday in March</td>
</tr>
<tr>
<td>Spring</td>
<td>Third Friday in July</td>
</tr>
<tr>
<td>Summer</td>
<td>Fourth Friday in October</td>
</tr>
</tbody>
</table>

Date

Student Name   ID#

Course   Professor

Reason for Extension

☐ Need more time to complete research for writing project/paper.

☐ Need more time to complete hours for Externship of Clinic.

☐ Other. Please explain:

________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________

Deadline Requested

☐ Outer Limit   ☐ Earlier. (Please indicate date):

Student Signature: _______________________________________________

Faculty Signature: _______________________________________________

Please return your completed form to the Registrar’s Office, Room 119.

Office use only

Dean of Students signature: _______________________________ Date: _____________

Date entered: __________   Completed by: __________

Last updated December, 2015

mitchellhamline.edu